

**INSTRUCTIONS FOR REAL ESTATE APPRAISER  
STATE CERTIFICATION OR STATE PROVISIONAL LICENSE**

**Please read the enclosed application carefully before filling in the required information.**

**TYPE OR PRINT CLEARLY**

The attached application must be accompanied by a check or money order for the appropriate fee, made payable to: "Treasurer, State of CT". Application fees are non-refundable. Please mail the application and fee to:

**Department of Consumer Protection  
License Services Division  
165 Capitol Avenue, Room 110  
Hartford, CT 06106**

[www.ct.gov/dcp](http://www.ct.gov/dcp)

<b>FOR CONNECTICUT RESIDENT APPLICANTS SEEKING TO TAKE THE STATE CERTIFIED APPRAISER EXAM (GENERAL OR RESIDENTIAL)</b>
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Select the type of Certification you are applying for. Choose only one category.

Section I. Complete the personal information about the applicant.

Section II. Provisional applicants only / Sponsor complete this section.

Section III. Provide the relevant history concerning the applicant.

Section IV. Provide a history of applicant's required education.

Section V. List a history of applicant's Appraisal Employment History.

Section VI. List the examples of applicant's Work Product that applicant submitted for review.

Section VII. Obtain three (3) character references to sign and attest to applicant's integrity.

Section VIII. Consent for Service for " Out of State" applicants only.

Section IX. Have a Notary Public Attest to the truthfulness of the applicant's information on the application.

**Experience Log: Use the "Appraisal Experience Log" attached to this application. The format of the log is in accordance with a format approved by the Connecticut Real Estate Appraisal Commission and mandated by the Appraisal Foundation and the Appraisal Qualifications Board.**

## FOR APPLICANTS FOR STATE PROVISIONAL LICENSED REAL ESTATE APPRAISER

Complete Sections I, II, III, IV, VII, and IX; complete Section VIII if applicable.

Submit original proof of the required seventy-five (75) hours of education.

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
USPAP	15 Hours

### FOR APPLICANTS WITH CURRENT CERTIFICATION FROM STATES IN RECIPROCAL AGREEMENT WITH CONNECTICUT (NON-RESIDENT OR RESIDENT) (Illinois, Maine, Massachusetts, Missouri, New Hampshire, New York, Rhode Island, Tennessee, Washington, Wyoming)

Choose the type of appraiser certification or Provisional license.

Complete Sections I, II (if applicable), III, VIII IX.

Obtain and submit a current **Certificate of License History** from the certifying or licensing authority of any state where the applicant holds or has ever held an appraisal certification or license. **Certification of License History must have been issued within the previous 60 days of application.**

### FOR NON-RESIDENT APPLICANTS/RESIDENT APPLICANTS FROM STATES NOT RECIPROCAL WITH CONNECTICUT

REQUIREMENTS FOR NON-RESIDENT/RESIDENT APPLICANTS CURRENTLY HOLDING A VALID/CURRENT CERTIFICATION FROM NON-RECIPROCAL STATE:

Choose the type of appraiser category.

Complete Sections I, II (if applicable), III, V (see below), VIII, IX.

Section V. 1. List your appraisal-related experience.

Obtain and submit a current **Certificate of License History** from the certifying or licensing authority of any state where the applicant holds a license or has ever held an appraisal certification or license. **Certification of License History must have been issued within the previous 60 days of application.**



STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
LICENSE SERVICES DIVISION  
165 CAPITOL AVE  
HARTFORD, CT 06106  
(860) 713-6150

[WWW.CT.GOV/DCP](http://WWW.CT.GOV/DCP)

**APPLICATION FOR CONNECTICUT REAL ESTATE APPRAISER**

Please read the application and instruction sheet carefully before answering questions. **Please type or print clearly.** This application **must be accompanied by a check or money order for the appropriate fee listed below**, made payable to: **"Treasurer, State of CT"**. Application fees are non-refundable. Please return the completed application to the above address. **All documentation must be original.**

**Type of Certification or Provisional License:**

- ( ) State Certified General Appraiser  
( ) State Certified Residential Appraiser  
( ) State Provisional Licensed Appraiser

**Application Fee:**

\$45.00  
\$45.00  
\$40.00 **(Total due \$90.00  
Includes \$50.00 license fee)**

**SECTION I. PERSONAL INFORMATION**

Applicant \_\_\_\_\_  
First Name Middle Initial Last Name

Applicant's Residence Address (No. & Street, City, State, Zip Code) \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Social Security number  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Date of Birth  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone Number  
(\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

Business Phone Number  
(\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

Fax Number  
(\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

## SECTION II. APPLICANTS FOR PROVISIONAL LICENSE ONLY

APPLICANTS FOR A STATE PROVISIONAL LICENSE MUST HAVE HIS/HER SPONSORING APPRAISER PRINT THEIR CONNECTICUT CERTIFICATION TYPE AND NUMBER AND SIGN AND DATE THIS SECTION.

Sponsor's Name (Print) \_\_\_\_\_ Sponsor's Certification \_\_\_\_\_ Sponsor's Certification Number \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_ Sponsor's Email \_\_\_\_\_

## SECTION III. RELEVANT HISTORY

1 Has applicant ever changed his/her name? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, give details \_\_\_\_\_

2 Has any complaint been filed against the applicant with the Real Estate or Appraiser Certifying or Licensing Authority of Connecticut or elsewhere? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, explain \_\_\_\_\_

3 Has applicant ever been convicted of a **felony** crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide on a separate sheet the state where crime(s) occurred, date(s) and nature of conviction(s) and final disposition of the case. Include a description of the circumstances relating to each conviction(s).

4 Has applicant previously applied for a Real Estate Appraiser certification or license in Connecticut? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when \_\_\_\_\_

5 Does applicant currently hold or has applicant ever held an appraiser certification, license or registration in Connecticut or elsewhere? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where \_\_\_\_\_

If other than Connecticut, submit a **certified license history** from your domain State where you are licensed.

If Connecticut please give appraiser certification or license number: \_\_\_\_\_

6 Has Real Estate Appraiser certification or license been refused, revoked, or suspended in Connecticut or elsewhere?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give date(s), particulars, and where \_\_\_\_\_

7 Are you applying for **Reciprocity**? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please include an original certificate of license history from your domain state.

## SECTION IV. EDUCATION

List all **AQB Approved** Real Estate Appraisal Courses Completed:

Attach **ORIGINAL** Documentation for Each Course. **NO COPIES OR FACSIMILES.**

COURSE TITLE	WHERE COMPLETED	DATES ATTENDED		HOURS
		FROM	TO	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SECTION V. APPRAISAL EMPLOYMENT HISTORY**

1. List all appraisals and appraisal related experience.

APPRAISAL EMPLOYMENT <u>NAMES &amp; ADDRESSES</u>	# OF APPRAISALS <u>COMPLETED</u>	TOTAL TIME <u>YRS / MOS</u>	TOTAL HOURS <u>APPRAISAL WORK</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Attach a detailed appraisal log and documentation of all appraisal experience. Follow the attached sample log format. Include all Real Estate Appraisal related experience and periods of self-employment if applicable

**SECTION VI. EXAMPLES OF APPLICANT'S APPRAISAL WORK PRODUCT.**

The Commission will review the experience logs of each applicant and will select a certain number of sample reports to be considered as experience as prescribed under Connecticut General Statutes Chapter 400g. The applicant shall submit upon request by the Connecticut Real Estate Appraisal Commission, for a : (A) Residential Certification – five - (5) appraisals completed over the period of your experience, or (B) General Certification - four (4) appraisals over the period of your experience, at least two (2) of which shall be narrative appraisals of income-producing properties excluding 1-4 family residential properties.

**SECTION VII. REFERENCES.**

The undersigned hereby certify that they have known \_\_\_\_\_ for at least three years and certify that the applicant possesses a good reputation for honesty, truthfulness, and fair dealings. Original signatures required.

<u>NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>DATE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**SECTION VIII. CONSENT FOR SERVICE**

**CONSENT FOR SERVICE OF PROCESS UPON CONNECTICUT REAL ESTATE APPRAISAL COMMISSION**

**KNOW ALL MEN THESE PRESENTS:** THAT THE UNDERSIGNED

\_\_\_\_\_ legal name of applicant

OF \_\_\_\_\_ COUNTY, STATE OF \_\_\_\_\_  
being an applicant for Certified Real Estate Appraiser or State Licensed Provisional Appraiser under the provisions of Section 20-515(b) of the Connecticut General Statutes and subsequent amendments does hereby irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any county of the state in which a cause of action may arise or in which the plaintiff may reside and that in the event that proper service of process cannot be had upon such applicant in any such proceeding in any such county, service of process may be made for the service on the Chairman of the Connecticut Real Estate Appraisal Commission, hereby stipulating and agreeing that such service of process or pleadings upon said Chairman of the Connecticut Real Estate Appraisal Commission shall be taken and held in all courts to be as valid and binding as if due process

h \_\_\_\_\_ a \_\_\_\_\_ d  
been made upon said applicant in the State of Connecticut.

**IN WITNESS WHEREOF,** The above named applicant has signed and sealed this instrument at

\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
Month Year

Signature of Applicant: \_\_\_\_\_

**NOTARIZATION:**

I, \_\_\_\_\_, a Notary Public/ Commissioner of the Superior Court in and for the

State, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_  
Month Year

\_\_\_\_\_, known to me to be the individual described herein and who

Print Applicant's Name

executed the above instrument, acknowledge that the applicant signed the same as his/her free and voluntary act and deed for the uses and purposes therein mentioned.

**IN WITNESS THEREOF,** I have hereunto set my hand on the day and year on this application first above written.

\_\_\_\_\_  
Notary Public/Commissioner of Superior Court

My Commission expires: \_\_\_\_\_

**SECTION IX. ATTESTATION.**

Applicant has read the Connecticut Real Estate Appraisal Licensing Laws and Regulations and agrees to promptly return any certification or license when required by the Real Estate Appraisal Commission and adhere to all rules and regulations promulgated by the Commission.

I, the applicant being duly sworn according to law depose, and say that the answers above set forth are true to the best of my knowledge and belief and that this application is made for the purpose of inducing the issuance of the certification or license requested.

Subscribed and sworn to before me at

Signature of Applicant

\_\_\_\_\_  
Notary Public/Commissioner of Superior Court

\_\_\_\_\_  
Date Signed

My Commission expires: \_\_\_\_\_



State of Connecticut  
Department of Consumer Protection  
165 Capitol Avenue . Room 110  
Hartford, Connecticut 06106

Rev 5/08

## APPRAISAL EXPERIENCE LOG

Date of Report	Property Address City, State, Zip	Property Type (SFR, Condo, or Multi) Commercial	Description of Applicant's Work Performed	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Number of Actual Hours worked By Applicant

\_\_\_\_\_  
Applicant's Designation and License Number

\_\_\_\_\_  
Supervising Appraiser's Designation and License Number



Applicant's Signature

Date

Supervising Appraiser's Signature

Date

**\*\*** You must maintain separate logs for each supervisor.



State of Connecticut  
Department of Consumer Protection  
165 Capitol Avenue . Room 110  
Hartford, Connecticut 06106

Rev 5/08

## APPRAISAL EXPERIENCE LOG

Date of Report	Property Address City, State, Zip	Property Type (SFR, Condo, or Multi) Commercial	Description of Applicant's Work Performed	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Number of Actual Hours worked By Applicant
1/24/07	115 Pennsylvania Avenue Washington, DC 20005	SFR	Neighborhood, subject and comp data research and analyses, interior/exterior property inspection cost/sales comparison approaches, final reconciliation.	Reviewed work file and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report.	Completed entire appraisal process with applicant, including physical inspection of subject property (first SFR appraisal for applicant)	7
8/14/07	200 S. Broadway Washington, DC 2005	Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation.	Reviewed work file and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report.	Oversight of comparable data selection and analyses, provided direction in DCF analysis used in income approach, did not physically inspect subject property.	40
2/12/08	144 Elm Avenue Washington, DC 20005	Golf Course	Completed entire appraisal process	Reviewed work file and report, verified subject sales history and all data and analyses in approaches to value discussed with applicant, co-signed appraisal report.	Completed entire appraisal process	60

Applicant's Designation and License Number \_\_\_\_\_

Supervising Appraiser's Designation and License Number \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Appraiser's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*** You must maintain separate logs for each supervisor.

SAMPLE